



Procedures and Charges for Using the Archaeological Records at the Antiquities Section
Utah Division of State History
(Effective 7/1/16)

The Utah State Legislature has set fees for the use of the archaeological records at the Antiquities Section of the Utah Division of State History (Antiquities). Fees collected are used to maintain and upgrade the filing system to improve ease of use and quality of data for the consultants and agencies that rely on the files. Fees and access restrictions are made in accordance with State of Utah Government Records Access and Management Act (GRAMA). All onsite record searches require an appointment.

The archaeological records at Antiquities are available for use by all State of Utah PLPCO PI permit holders, staff working directly with such permit holders, and for qualified individuals working for land management agencies with Antiquities data sharing agreements. All users must complete our current user agreement.

Onsite file use: If needed, please contact the Antiquities Archaeology Records office at archrecords@utah.gov to schedule a time to use the files (by appointment only). Be prepared to provide a description of your project area (legal description, shapefile, or USGS 24k topographic map) so the GIS database can be consulted in advance if desired (see charges below). We recommend planning your visit at least one week in advance.

On-site records use (per person).	\$25.00 per ½ hour
Copy charge:	\$0.20 ea
Scan charge:	Free
No show/late fee	\$60.00

GIS file search:

Upon request, Antiquities staff can complete a GIS search based upon your project area (please provide legal description, shapefile, or map based upon a USGS 24k topographic map). A GIS search will provide you with a basic list of sites and projects within your specified area. *GIS searches are recommended*, but not required, beyond an external Preservation Pro application search due to occasional records issues that may not be apparent in the system. Please make the request at least one working day in advance of your arrival.

GIS file search:	\$15.00 per 15 minutes
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GIS Data Cuts

With changes in policy, starting July 1, 2016, Antiquities will now offer data cuts from the Preservation Pro geospatial dataset. Cuts will be assessed on a PLSS section basis and be clipped to a maximum one mile buffer. All data cuts will carry a restricted use license. Current data cuts will have limited attributes but planned database revisions hope to further empower the spatial dataset and add value for GIS users.

GIS Data Cut:	\$15.00 per section
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Preservation Pro:

Our online literature search application, Preservation Pro, is available to PLPCO PI Permit holders and qualified individuals working for land managing agencies with Antiquities data sharing agreements. Subscriptions and access are held on an individual user level. Associated fees are collected and managed by our parent agency, the Utah Department of Heritage and Arts. Subscriptions run on the state fiscal year (July 1 to June 30th) and cannot be prorated. For access information please contact archrecords@utah.gov.

1-2 users:	\$200
3 users:	\$300
4 users:	\$400
Unlimited users:	\$500

Mail or Telephone Requests:

Due to lack of adequate funding, we are unable to provide literature search services for customers unable to travel to our offices. Please contact us for additional information.

Billing: Due to changes in policy, Antiquities is no longer able to bill for literature search charges. Payment will be due at the time of service. Payment will be made via credit card in a secure online store provided by the Department of Heritage and Arts.

Table space is limited and we can reasonably accommodate only two patrons at a time.